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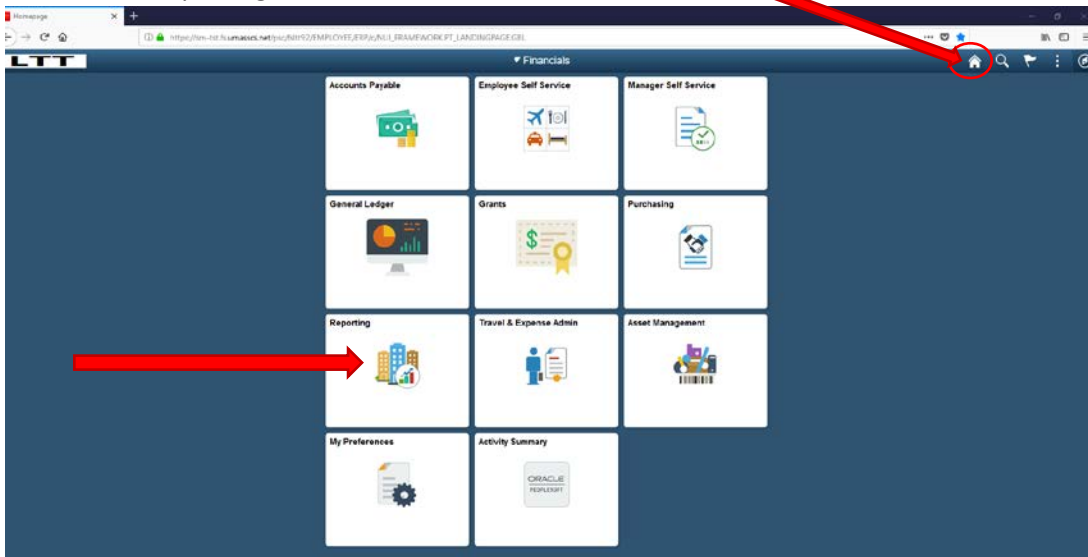
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GL7062 Transaction Detail Report

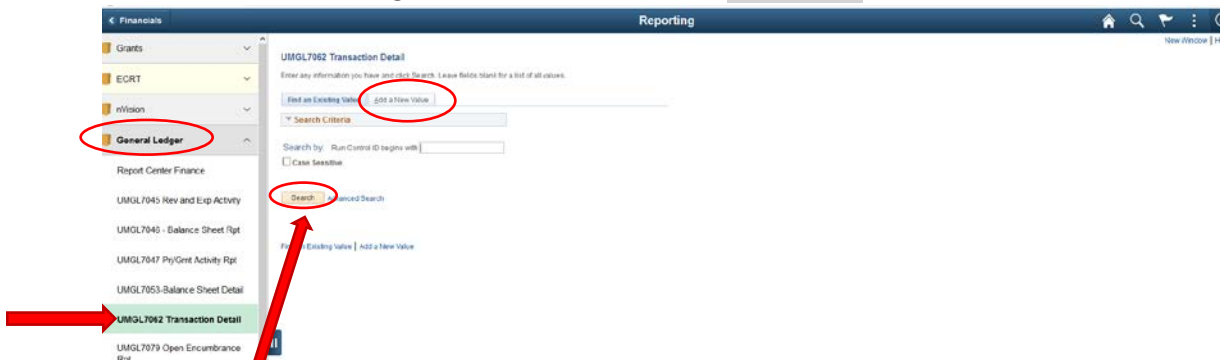
The GL7062 Report is a report that shows detail budget transactions for a defined time period and chartfield selection.

Running the GL7062

1. Navigate to the homepage by clicking on the Home icon.
2. Click on the Reporting Tile.



3. Click on the General Ledger Folder and then click on **UMGL7062** Transaction Detail.



4. Click **Search** to search for an existing Run Control or Click **Add a new Value** to add a New run Control. This example will **Add a new Value**.
5. Enter a Run Control ID that does not contain spaces. Click the **Add** button.

UMGL7062 Transaction Detail

Find an Existing Value | Add a New Value

Run Control ID:

Add

Find an Existing Value | Add a New Value

6. Enter the report criteria.

Business Unit: UMDAR

Ledger: Act & Adj or you may select another value in the drop down menu.

From Period/To Period: A number between 1 and 12, which represent the fiscal periods on which to report. 1= July, 12=June.

From Year/To Year: The from /to Fiscal Year(s) on which to report

Dept Tree: "RPT_DEPARTMENT" is the tree that contains all UMass D department numbers

Chartfield: Press the magnifying glass Select from the pick list. This is how the report will be sorted. Two chartfields may be selected.

Reports Printing: Turn on the checkboxes to print all report options

Selection Criteria: **Chartfield** - Click the magnifying glass to select the chartfield on which to report and

Node/Value - Select "V" from the drop down to enter a value

From Value/Tree Name – Enter the chartfield values for the report or select from a list by clicking the magnifying glass.

To Value/Tree Name – Enter the "to chartfield values" for the report or select from a list by clicking the magnifying glass.

UMGL7062-Transaction Detail

Run Control ID: GL7062

Report Manager | Process Monitor | Run

*Business Unit: UMDAR | *Ledger: Act & Adj

Fiscal Date Options | **Sorting Options**

*From Period: 1 | *From Year: 2018 | Sort Type: Standard

*To Period: 12 | *To Year: 2018 | *1. Dept Tree: RPT_DEPARTMENT

2. Chart Field: FUND_CODE

3. Chart Field:

Reports Printing

Revenue | Payroll | Non Payroll | Budget | Transfers

Selection Criteria

Chartfield	Node/Value	From Value / Tree Name	To Value / Tree Node
DEPTID	V	D403000000	403000533
FUND_CODE	V	11000	51161

Save | Return to Search | Previous in List | Next in List | Add | Update/Display

Click the plus sign to add a new selection criteria row.

7. Click **Save** to save the criteria.

8. Click **Run** to Run the Report.

JMGL7062-Transaction Detail

Run Control ID: GL7062

Report Manager | Process Monitor | Run

- On the Process Scheduler Request page, accept the defaults to create a PDF version of the report and Click OK. (The report may take a minute or two to run)

Process Scheduler Request

User ID: DJSCHLES Run Control ID: GL7062

Server Name: Run Date: 05/01/2018

Recurrence: Run Time: 4:10:58PM [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	UMGL7062 Transaction Detail	UMGL7062	SQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

Note: You may select a different output format by selecting a different value in the format drop down.

- Click on the Report Manager Link.

UMGL7062-Transaction Detail

Run Control ID: GL7062

[Report Manager](#) [Process Monitor](#) [Run](#)

- Click on Administration Tab and then Click on the Report Description to view the Report

List [Explorer](#) [Administration](#) Archives

View Reports For

User ID: DJSCHLES Type: Last 1 Days [Refresh](#)

Status: Folder: Instance: to:

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5318279	66235	UMGL7062 Transaction Detail	05/01/2018 4:29:18PM	Acrobat (*.pdf)	Posted	Details

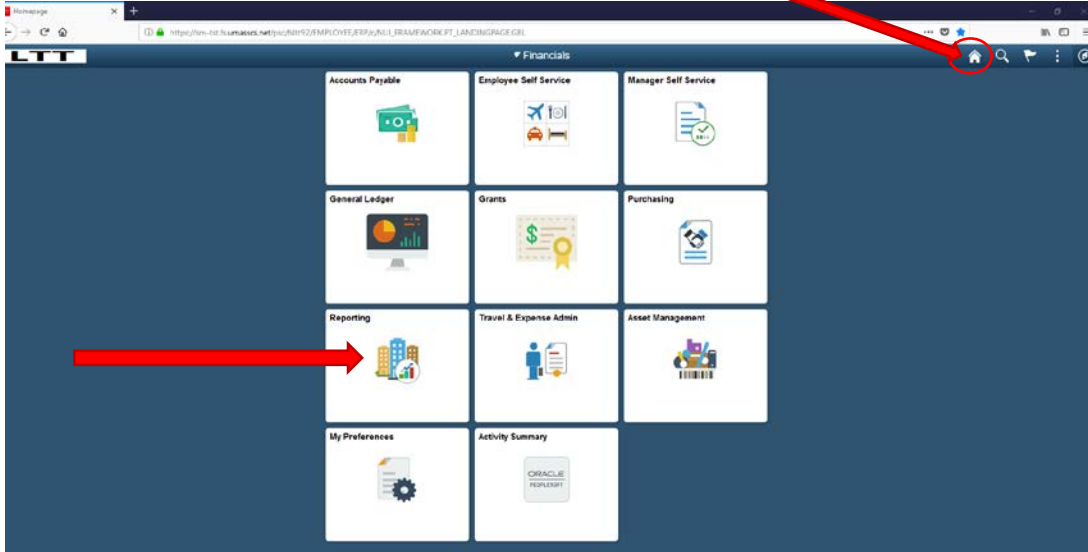
- End of Process

GL7045 Revenue and Expense Activity Report

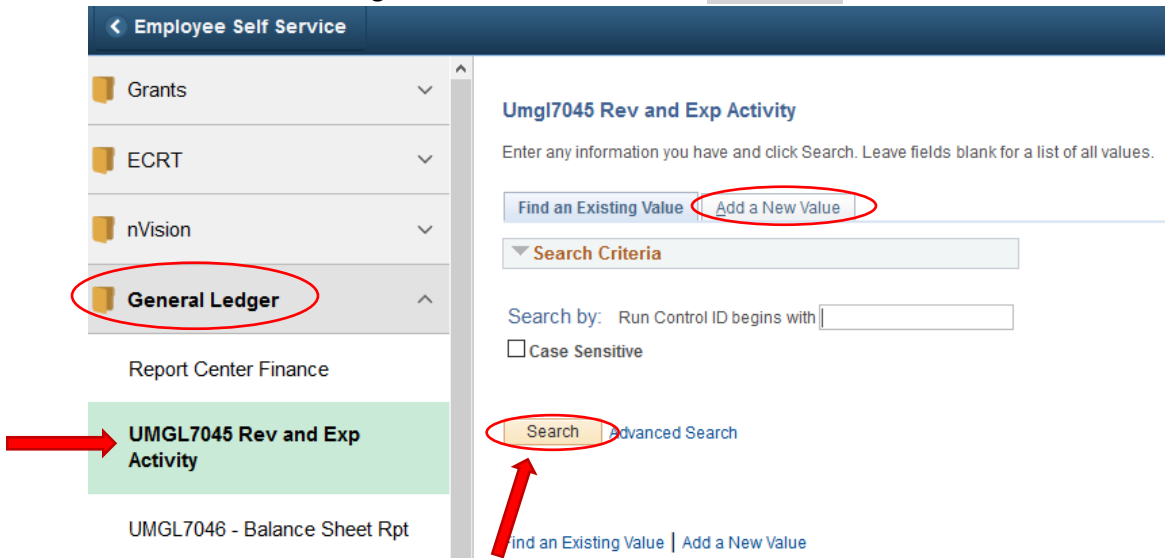
The GL7045 Report is a report that shows revenue and expense transactions for a defined time period and chartfield selection.

Running the GL7045

1. Navigate to the homepage by clicking on the Home icon.
2. Click on the Reporting Tile.



3. Click on the General Ledger Folder and then click on **UMGL7045** Transaction Detail.



4. Click **Search** to search for an existing Run Control or Click **Add a new Value** to add a New run Control. This example will **Add a new Value**.

5. Enter a Run Control ID that does not contain spaces. Click the **Add** button.

Umgl7045 Rev and Exp Activity

Find an Existing Value | Add a New Value

Run Control ID

Add

Find an Existing Value | Add a New Value

6. Enter the report Criteria and Click **Save** to save the criteria.
7. Click **Run** to Run the Report.

UMGL7045 Revenue and Expense

Run Control ID GL7045 Report Manager Process Monitor **Run**

Process Instance:6623558

*Business Unit <input type="text" value="UMDAR"/>	*Ledger <input type="text" value="Actuals"/>	*Budget Ledger <input type="text" value="Org Budget"/>
Fiscal Date Options *From Period <input type="text" value="1"/> From Year <input type="text" value="2018"/> *To Period <input type="text" value="12"/> *To Year <input type="text" value="2018"/>		Sorting Options Sort Type <input type="text" value="Standard"/> *1. Dept Tree <input type="text" value="RPT_DEPARTMENT"/> 2. Chart Field <input type="text" value="FUND_CODE"/> 3. Chart Field <input type="text"/>
Printing Options <input checked="" type="checkbox"/> Include Projects <input checked="" type="checkbox"/> Roll Up Report (UMGL7080)		

Selection Criteria				Find <input type="text" value="View 1"/>	First	1-3 of 3	Last
Chartfield	Node/Value	From Value / Tree Name	To Value / Tree Node				
<input type="text" value="DEPTID"/>	<input type="text" value="V"/>	<input type="text" value="D403000000"/>	<input type="text" value="D403000000"/>	<input type="button" value="+"/>	<input type="button" value="-"/>		
<input type="text" value="FUND_CODE"/>	<input type="text" value="V"/>	<input type="text" value="11000"/>	<input type="text" value="11000"/>	<input type="button" value="+"/>	<input type="button" value="-"/>		
<input type="text" value="FUND_CODE"/>	<input type="text" value="V"/>	<input type="text" value="51161"/>	<input type="text" value="51161"/>	<input type="button" value="+"/>	<input type="button" value="-"/>		

8. Click on the **Report Manager Link**
9. Click on Administration Tab and then Click on the Report Description to **view the Report**.
10. End of Process